

Partial cancellation is only provided after the completion of a full year of service. On the deferral anniversary, a 10% lump sum withdrawal is provided. Partial cancellation is not provided in order to receive the benefit.

EMPLOYMENT CANCELLATION

Employment Cancellation may be completed by a Human Resource Representative on behalf of the Head Supervisor.

What is the employee's job title? _____

What is the official date the employee began working full-time in his job position? _____

If no longer employed in the company, what is the date of separation? _____
M____ D____ Y____

C____ N____

A____

C____

D____

Reason Cancellation: O____ N____

P____

Employee Cancellation: O____

Cancellation forms can be mailed or faxed to:

Benefits Cancellation Office, Attention: HR
140 Commonwealth Avenue, Cambridge, MA 02467
Fax: 617-552-0739